



2007 Utah Legislative Session Highlights

Since the 2007 Utah legislative Session just ended, we thought we would highlight some of the accounting and budget related bills that short of a governor's veto will soon become law. We will distribute more detailed information on the accounting and budgeting impacts of the Legislative session at the March Budget and Accounting Officer's meeting to be held March 28, 2007.

A Banner Year for New Funds

This session was an extraordinary year when it came to the number of new funds proposed and created by the Legislature. A total of 33 new funds were proposed during the session, while 19 of these proposed funds actually passed the Legislature. Normally, only 5 to 7 new funds are created during a legislative session.

Other Bills of Interest

HB 89 Government Assistance Expenditure Report

Requires the Legislative Fiscal Analyst to submit to the Legislative Executive Appropriations Committee at their November meeting, an annual report of all state and federal funds expended by the state during the preceding fiscal year to provide financial assistance or services to low-income individuals and families. To minimize the impact on agencies and to streamline the process, State Finance will likely work with the Fiscal Analyst and gather this information the same time the information for the single audit is collected.

SB 228 State Agency and Higher Education Compensation Amendments

By now you're probably familiar with this bill that provides for a 3.5% cost of living allowance for state and higher education employees. In addition, it allows for 1.5% discretionary salary increases to be determined by agency management. This bill also fully funds the premium increases for employee health benefits, and other rate increases such as leave pools. We will distribute the final rates for employee benefits at the March Budget and Accounting Officer's meeting.

HB 260 Post Retirement Employment

Under current state law, a retiree of an agency who returns to work with the same agency within six months of the date of retirement is subject to post-retirement restrictions. A retiree that returns to a different agency is not subject to the post-retirement restrictions. This bill clarifies that for the purposes of these post-retirement restrictions that "Agency" does not include an entity that is a subdivision of another entity. So for example, under this bill, if an employee retired from a division within an agency, they could not return to work at another division of the same agency within 6 months of retirement without being subject to post-retirement restrictions.

HB 46 Disaster Recovery Funding

This bill modifies provisions related to funding state and local government recovery efforts in cases of declared disasters. It creates the new State Disaster Recovery Restricted Account which is funded in part by up to 50% of any General Fund surplus remaining after the transfer to the Rainy Day Fund.

Legislature

New Field in Vendor
Lookup

March B&A Meeting



Commodity Types,
Purchase Orders,
and Payables

Help Desk FAQs

Trainer's Corner

NEW FIELD IN VENDOR LOOKUP

Mary Lee Hickey of the Data Warehouse development team has added a new field to the Vendor Name Lookup screen in Data Warehouse. The new Address ID field can help you identify correct vendors/addresses for FINET transactions a little more easily.

		StateDw - Vendor Name Lookup								
Vendor	Customer	Vendor Name	DBA Name	Vendor Customer	TIN	Address Type	Address ID	Vendor Address	Phone	Phone Ext.
Y	N	OFFICE DEPOT BSD INC		04174I	****63954	Payment	00	PO Box 633211 Cincinnati, OH 45263-3211	0000000	
Y	N	OFFICE DEPOT BSD INC		04174I	****63954	Procurement	00	PO Box 633211 Cincinnati, OH 45263-3211	0000000	
Y	N	OFFICE DEPOT BUSINESS SERVICES		04174IA	****63954	Payment	A	1546 S 4650 W Salt Lake City, UT 84104-5314	0000000	
Y	N	OFFICE DEPOT BUSINESS SERVICES		04174IA	****63954	Procurement	A	1546 S 4650 W Salt Lake City, UT 84104-5314	0000000	
Y	N	OFFICE DEPOT BSD INC		04174IB	****63954	Procurement	B	PO Box 633301 Cincinnati, OH 45263-3301	801 972-2200	
Y	N	OFFICE DEPOT BSD INC		04174IB	****63954	Payment	B	PO Box 633301 Cincinnati, OH 45263-3301	801 972-2200	

Budget and Accounting Officers Meeting Scheduled for March 28th

The March Budget and Accounting Officers Meeting will be held on Wednesday March 28th at 8:30 a.m. at the State Library, 250 North 1950 West. Accounting personnel that deal with any of the issues listed below should plan on attending the March Budget and Accounting Officers meeting. Any further questions should be directed to Darin Janzen, 537-9016.

The following issues will be addressed:

- Report on the 2007 General Legislative session and impacts on state departments.
- FY 2008 New Year budget setup in FINET.
- FINET update.
- Dedicated credit monitoring.
- Revenue and receivables.
- Other miscellaneous items.

Parking in front of the State Library is reserved for library patrons. Please park in the northeast corner of the Tax Commission parking lot or only on the east side of the State Library building.

The State Library is served by UTA Bus Routes #18 North Redwood Road and #26 North Temple/2200 West which will drop you off at the State Library. Route # 50 Airport will drop you off on North Temple where you can walk to the State Library. For schedules, go to www.rideuta.com.



COMMODITY TYPES, PURCHASE ORDERS, AND PAYABLES

This information can also be found in FINET Help. Click on Help while logged into FINET, or access Help from the Finance Home Page, by clicking on the Training button. Then, click on the FINET On-Line Help link. Access "Commodity Type" information from the Commodity book in the Table of Contents.

The way a commodity is set up on the **LINE TYPE** of a procurement document will affect the way it is used in subsequent documents within FINET.

▼General Information

Line Type is set for each individual Commodity line.

Commodity : 111

For Contracts Only - RB

Line Type : **Item**

Quantity :

Unit : Service

Unit Price : \$0.00

The Commodity **LINE TYPE** is set at the commodity level on the MA (Master Agreement), PD (Decentralized Purchase Order), or RQS (Standard Requisition). Procurement documents with multiple commodity lines may have multiple **LINE TYPES** within one document. The commodity **LINE TYPE** then flows through subsequent documents by commodity thereby keeping any associated fields for commodities from being changed. This can substantially affect the creation of Purchase Order or Payment Request documents.

Contract Purchases	RQM Commodity Line Type is suggested	MA Commodity Line Type is set	DO Commodity Line Type must match MA	PRC Commodity Line Type must match MA & DO
Centralized Purchases	RQS Commodity Line Type is set		PO Commodity Line Type must match RQS	PRC Commodity Line Type must match PO
Decentralized Purchases			PD Commodity Line Type is set	PRC Commodity Line Type must match PD

Commodity LINE TYPES:

- Item commodities
 - Requires **QUANTITY, UNIT**
 - Has a set **UNIT PRICE**
 - Least flexible commodity on subsequent documents

- Typically used for inventory commodities that must be purchased at set unit price
- Service commodities
 - Requires **SERVICE CONTRACT AMOUNT**
 - Allows for purchase of commodities by dollar amount
 - Most flexible commodity on subsequent documents
- Discount commodities
 - **LINE TYPE** of Discount can *only* be selected on a MA document.
 - Requires **QUANTITY, UNIT** (entered on DO)
 - Requires entry of flexible, needed **LIST PRICE** (entered on DO)
 - Unit Price defaults to zero (\$0) on subsequent documents
 - More flexible than Item commodity

For less flexible commodity types, such as Item and Discount, where items must be liquidated from a Purchase Order on subsequent payment documents, it is essential to select a quantity greater than **1** if it is expected that any partial payments will need to be made.

For additional details on the Commodity Types and how they affect Procurement and Payment Request documents, you may call the Help Desk at 801-538-9690. This information is also covered in detail in our FINET Requisitions, Purchase Orders and Payables courses during the month of March.



Help Desk FAQs

by Ken Roner

Q.

I want to discard a document. All I have to do is go to the action menu and click on discard – right?

A.

Almost. The way discard works is dependent upon the status of the document you are trying to discard. If the document has not been accepted, it will be permanently deleted. If the document has been marked **FINAL/SUBMITTED**, a cancellation version of your document will be created.

What to do?

If you have a document you would like to discard, go to the action menu and click on **EDIT/DISCARD**. If the document has not been finalized, it will be deleted. If the document is finalized, a cancellation version of the document will be created. You are not finished, however. You still need to validate and submit the cancellation version of the document. If approvals are needed, they will have to be completed or the cancellation will be inactive and the original will still take precedence. **If you have not approved the GAX or PRC cancellation, the original will still create a check so make sure the cancellation is in FINAL/SUBMITTED status.**

*Note: Canceling a modification cancels the entire document, not just the modification. If you want to make a change to a modification, you modify it again to reflect the new correct line totals and coding string.

T R A I N E R S



C O R N E R

March 2007 FINET Training

Budget

3/22 8-noon

Cash Receipts

3/20 8-noon

Document Approval

3/28 10-11 am

Fixed Assets

3/22 1-5 pm

Internal Transactions

3/27 8-noon

Inventory

3/28 8 am - 4 pm

Payables

3/21 1-5 pm

Purchase Orders

3/20 1-5 pm

Receivables

3/21 8-noon

Requisitions

3/27 1-5 pm

March Mini-Course – Accounting Lines & Accounting Distribution

3/14 - 10 - 10:20 am

3/14 - 2 - 2:20 pm

3/29 - 10 - 10:20 am

3/29 - 2 - 2:20 pm

Due to parking restrictions at the State Capitol, all courses for the month of March will be offered exclusively via our remote training software, allowing you to take courses at your work location. You will need a computer with an internet connection and access to a good quality telephone in order to attend these remote courses.

MARCH MINI-COURSE

Do you feel comfortable navigating the Accounting Line “mapping” in new FINET documents? If you want to learn more about accounting line functionality and Accounting Distribution, join us for March’s Mini-Course - “Using Accounting Lines and Accounting Distribution”. This Mini-Course will teach you how to save time when entering and reviewing the Accounting Lines of documents such as the DO, PRC, RE, CR, FA, and many more! Mini-Courses are short, 20-minute training sessions that offer tips and tricks for using different aspects of FINET. These courses are taken at your location using our remote learning software.

TO REGISTER FOR ANY OF THESE COURSES:

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.